

OPAS Release Notes

Release 17 – installed April 1, 2013

Solution	What Changed	Any Known Issues
Full Shift Overtime changes	<p>1) The Full Shift Overtime list has been separated out by Role. The user will select the Role for which they would like to schedule overtime from the Role dropdown. Developmental employees will be included with CPCs by default.</p> <p>2) By default, opening the Overtime list from the Shift bank or from the Quick link will open the list as 00:00-08:00. However, if opening the Overtime list from the Scheduled shifts panel of the Day of Operation form, the start time and end time will default to the start and end of the shift that was clicked on.</p> <p>3) A new time selector called 'Filter' will allow a user to specify a duration of X:XX hours and minutes that will allow the call list to consider employees that are X:XX amount of time outside of the specified start/end of the shift, due to minimum rest violations.</p> <p>4) Volunteers and Non-volunteers are now separated into two separate lists / tabs.</p> <p>5) The context menu item and dialog name has been changed from the current 'OT Assignment list' to say 'Full Shift Overtime.' The Quick link has been named 'Full Shift Overtime' as well.</p>	
Holdover Overtime changes	<p>1) The Full Shift Overtime list has been separated out by Role. The user will select the Role for which they would like to schedule overtime from the Role dropdown. Developmental employees will be included with CPCs by default.</p> <p>2) The Holdover list will open with a start time of 00:00 and an end time of 02:00 if opening the Holdover list from the Shift bank. However, if opening the Holdover list from the Scheduled shifts panel of the Day of Operation form, then the times will open by default to be the first two hours after that shift has ended. For example, if clicking on a 13:00 shift, the start time of the holdover will default to 21:00 and the end time will default to 23:00. The user may change or update this start/end time as usual.</p> <p>3) The user's Shift Start Time and Shift End Time have been added as columns to clarify what times each employee is available to work holdover.</p> <p>4) Similar to the new Full shift Overtime call list functionality, a new time selector called 'Filter' will allow a user to specify a duration of X:XX hours and minutes that will allow the call list to consider employees that are X:XX amount of time outside of the specified</p>	

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	start/end of the holdover overtime. For instance, if the Filter is set to 0:30, then employees who are 30 minutes shy of being eligible to work the Holdover overtime (looking at both the previous shift and the next shift) will be filtered into the list and shown as Yellow smiley faces.	
Changes in the way that Overtime balances are maintained	<p>The way that Overtime balances are maintained in OPAS has been updated. The four options to select in the Application Parameters are now called Historical, Published, Unpublished, and Offered but not Assigned.</p> <p>‘Historical’ OT Hours: if this checkbox is checked in the Application Parameters, then all Published hours assigned prior to today’s date will count towards an employee’s Overtime total.</p> <p>‘Published’ OT Hours: if this checkbox is checked in the Application Parameters, then all Unpublished hours assigned from today’s date forward will count towards an employee’s Overtime total in each Unpublished schedule.</p> <p>Unpublished: if this checkbox is checked in the Application Parameters, then all Published hours assigned from today’s date forward will count towards an employee’s Overtime total in both Published and Unpublished schedules.</p> <p>Offered but not Assigned’ OT Hours: if this checkbox is checked in the Application Parameters, then the parameters checked in the ‘Overtime/Holdover Call List Response’ will each count towards the employee’s Overtime total.</p> <ul style="list-style-type: none">• Voicemail• No answer• Excused• Declined	
Ease of Use: Link to destination	<p>To assist with submitting requests and creating OT from the Quick Links in the OPAS toolbar, the date of the currently selected day in the Day of Operation, Group Schedule, and Schedule Generation forms will now be the start date in the dialogs when the open.</p> <p>A label has also been created that will be displayed to the left of the Overtime and Requests</p>	

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	quick links in the OPAS toolbar. This label will reflect which date is currently selected in the Day of Operation, Group Schedule, or Schedule Generation forms.	
Ease of Use: Curves and Shifts	<p>Newly created shift definitions will now "push" themselves to all existing schedule segments (both published and unpublished) as soon as they are created in the Curves and Shifts form. This includes availability in the Shift definitions panel, the Move shift dialog, the Assign shift dialog, and employee requests (Cancellation request 'return to' request, shift change request and RDO change request). It also applies to being available in the Temporary Assignment creation dialog.</p> <p>Any shifts that are edited or deleted will not 'push' themselves to existing schedules. The changes made to these edited/deleted shifts won't take effect until a new schedule segment is created.</p> <p>Newly-created shifts will push themselves to existing schedules with a demand of 0 associated with them. This is because the demand for new shifts can't be upon creation, it can only be set by Editing that shift definition once you press OK to create it. Therefore, newly set demand won't be registered/counted until the next created schedule segment.</p>	
Ease of Use: Group Schedule	<p>(1) The vertical blue timeline has been extended up into the day header, similar to the way it is drawn in the Day of Operation form.</p> <p>(2) The form name has been changed from "Employee Schedule" to say "Group Schedule" in all locations.</p> <p>(3) Just above the Requests panel, the panel called 'Selection' has been removed. All types of requests, with all statuses, for that particular date will always be displayed by default.</p> <p>(4) In the 'Go to Pay Period' selector, the column that says 'Name' has been changed to say 'Pay period'. If the pay period is published, the display name of the schedule segment (example: PP#7, 2013) will be displayed. If the pay period is not published, the current formatting of displaying a date range (example Jan 27 – Feb 9 2013) will be displayed.</p> <p>(5) The legend in the Group Schedule has been updated to include all annotation and icons, including the Requests icons.</p>	Due to changes to the Group Schedule form, any user that exited OPAS displaying either one of these forms should close the forms the next time they log into OPAS and re-open these views from the homescreen. This will resynchronize the views with how they were fixed during Release 17.

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Ease of Use: Schedule Generation	<p>1) In the Schedule Generation form, the vertical blue line has been extended into the Gantt chart's day header like it does in the Day of Operation form.</p> <p>2) The tool tip that appears when hovering over a day's Day header that lists out the number of each start time being worked that day does now works regardless of whether you are hovering over the header in a selected, or deselected published segment.</p> <p>3) In the Navigation Bar, a drop down has been added that lists out all schedules that are possible to select. This dropdown contains the same list as the 'Schedules' panel in the lower-left currently displays. Selecting a schedule in this new dropdown will have the same effect that clicking on a schedule in the lower-left panel will have. It contains the same authorization that the Schedules panel does (meaning CICs cannot see unpublished schedules in this dropdown list, for example).</p> <p>4) A "Create new schedule" button has been added to the navigation bar. It is situated next to the new dropdown, and contains the same authorization that the context menu item of Create New Schedule has (meaning CICs cannot see the button, for example).</p> <p>5) The Schedules panel title has been renamed to say 'Schedules (Create / Select / Edit / Publish).'</p>	<p>Due to changes to the Schedule Generation form, any user that exited OPAS displaying either one of these forms should close the forms the next time they log into OPAS and re-open these views from the homescreen. This will resynchronize the views with how they were fixed during Release 17.</p>
Pay Period in Schedule Generation	<p>When opening the Schedule Generation form, a new dialog will open to prompt the user to select which schedule plan they would like to view. The dialog will be a list of all schedules and will have three buttons: Create new schedule, OK, and Cancel. The Schedule Generation form will open to the first day of the selected schedule, or to the first day in the newly-created schedule (depending on what the user chooses to do).</p> <p>This dialog will use the same authorization regarding the ability to view unpublished schedules: only authorized users will see unpublished schedules listed in the dialog to select.</p>	
Ease of Use: Capitalizing first letters	<p>As a part of the overall 'Ease of Use' items, the first letter of all important words has been capitalized throughout OPAS. This includes forms, dialogs, panels, context menu items, and toolbar menu items.</p>	

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Ease of Use: General	<ul style="list-style-type: none">1) All Dates will now be in the Form M2/D2/y (example: 03/11/13).2) All times will be in the format of H2:m (example: 07:00, 23:15)3) A scroll bar has been added to the Shift line setup form's Gantt Chart which will allow the user to scroll backwards and forwards in time, just like they can do in Schedule generation and Group schedule forms.4) The date bars in the Schedule Generation and Group Schedule forms have been locked so they cannot be hidden.5) 'Leave Summary' has been renamed to say 'Employee Requests' anywhere referenced.6) 'Required Employee Data Curves' has been renamed to say 'Curves and Shifts' anywhere referenced.7) 'Work Patterns & Shift Lines' has been renamed to say 'Shift Line Setup' anywhere referenced8) For Multi-Day Selectors in the request dialogs: If End Date has been modified, the Start Date will no longer re-set the End Date.9) The pop-up warning that triggers when the leave balance is not sufficient has been removed for all users.10) In the 'Unseen Shift Change' dialog (the dialog that opens when you click the pencil icon in the toolbar) an option has been added in the context menu called 'Acknowledge all shift changes.' Selecting this option will mark all changes listed in the dialog as seen and would therefore remove them all from the list. All changed shifts that occurred before today's date will also been filtered out, and all changed shifts will be sorted by most current date (Today) to the date farthest in the future.	
Ease of Use: Employee Details	<ul style="list-style-type: none">1) In the Employee details dialog's Leave counters panel, the default columns for all employees have been set as the following, in this order:<ul style="list-style-type: none">-Employee Name	

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	<p>-Leave Type Name</p> <p>-Requestable Total</p> <p>-Amount Carried Over</p> <p>-Amount Accrued Year to Date</p> <p>-Amount to be Accrued</p> <p>-Amount Planned</p> <p>-Amount Requested</p> <p>-Amount Used.</p> <p>2) Only the counters that pertain to the current year plan are in view.</p> <p>3) The counters for LWOP have been filtered out, as requested.</p> <p>4) Approved leave that is then denied now adjusts the Requestable Total back up to what it should be.</p> <p>5) In the Leave counters panel, the ability to add/delete columns has been given authorization. Only Admins will have the ability to add/delete columns in this panel.</p> <p>6) In the Leave counters panel, authorization has been added on the ability to view the leave counters, depending on who is viewing the dialog and for which employee. If a user should not be able to view another user's counters, the columns will all still be there, but they will be blank.</p> <ul style="list-style-type: none">• A CPC will be able to view his own counters, but no one else's.• A CIC will be able to view other employees' Employee Details, but will not be allowed to view the actual Leave counters in the employee details dialog (these columns will be blank for CICs). CICs will only be able to view their own balances.• All other authorizations will be able to see the leave counters for other employees. Further changes to this setup will come during the authorization changes in the future.	

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Ease of Use: Requests	The start and end time selectors will no longer update themselves to be full shift when the user clicks around on different Types in the list. The originally specified start and end will be maintained regardless of what new Type is selected by the user. If for some reason changing the Type of a leave request is no longer allowed using the pre-specified start and end (due to increment rules) the + sign will simply be grayed out with the appropriate precondition, and the user will be able to update the start/end the way they'd like to.	
Ease of Use: Day of Ops	<ul style="list-style-type: none">1) The Legend has been updated to include all relevant icons, including Request icons.2) When the Employee Name column is displayed, it will always be formatted to show Employee Initials with Last name, First name following it in parenthesis. Example: OO (Orange, Orlando).3) The Time not Worked panel in the Employee activities panel has been renamed to say 'Leave / Absence'.4) The Time Outside Shift panel in the Employee activities panel has been renamed to say 'Overtime / Comp / Credit.'	
Ease of Use: Shift Line Setup	<ul style="list-style-type: none">1) When creating a work pattern, Fixed RDO patterns will display work days 1-7.2) When creating a work pattern, Flexible RDO patterns will display work days Sunday - Saturday.	
Ease of Use: Navigation bar	<p>In the Day of Operation form, some changes have been applied to how OPAS displays the label depending on which schedule is in view. The old label (ex: Feb 10 - Feb 23 2013:) has been replaced with a label that displays the pay period name instead (example: PP#5, 2013). The specific rules are as follows:</p> <ul style="list-style-type: none">1) For published schedules, the name of the pay period will be displayed. In the case that a schedule plan is not the typical 2-week duration, and part of the 14-day range displayed by the Day of Operation form spans across two different published schedules, the label of the schedule plan for the day that is currently selected will be displayed.2) For multiple unpublished schedules with the same date range, the Day of Operation form will open displaying the selected schedule's pay period name and its assigned shifts if you	

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	<p>open the Day of Operation via double-clicking the SG form.</p> <p>3) In the case of multiple unpublished schedules and the Day of Operation form is being opened from the homepage, the Day of Operation form will always open displaying the schedule that was created first.</p> <p>4) The label that is displayed will be drawn in red if there are multiple schedules in existence for the date that is selected.</p>	
Standardize Right Click Menus	<p>The right-click (context) menus in the Group Schedule, Schedule Generation, and Day of Operation forms have been standardized against one another. Specific examples include:</p> <p>(1) The 'Print/export schedule' option has been renamed to say 'Schedule reports' instead. It was moved further down in the context menu such that it is at the bottom of each context menu.</p> <p>(2) 'Temporary shift assignment' is now a nested option that contains Create temporary assignment, Edit temporary assignment, and Remove temporary assignment.</p> <p>(3) The 'Schedule reports' menu item is also now a nested menu option: it contains the Print shift change report, Print overtime assignment report, Export crew schedule, and Export individual schedule menu options.</p> <p>(4) The 'Convert to Supervisor shift', 'Change to training', and 'Remove trainer' option are now available in each form's context menu.</p> <p>(5) In the Day of operation form's Other Duties panel, the context menu when right-clicking an employee now contains all request options and also includes the Move shift option.</p>	
Consistency across pages	<p>The navigation bars in both the Group Schedule and the Schedule Generation forms have been moved up so that they are situated on top of the Gantt Chart, not beneath it.</p>	
CIC Changes	<p>1) The context menu option of "Convert to Supervisor Shift" has been renamed to be "Convert to CIC/SUP Shift."</p> <p>2) Initials of those employees currently working a CIC/Sup shift in the Day of Operation</p>	

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	<p>form's Scheduled Shifts panel are now surrounded by brackets, example: [JB]</p> <p>3) A CIC Qualification has been added to the Manage Employees form that behaves similarly to Trainer Qualified and Midnight Qualified. If a user is Qualified to be a CIC, they are able to have their assigned shifts converted to CIC/Sup shifts.</p> <p>4) This new CIC Qualification has been added to the Employee Qualifications Report.</p> <p>5) Users that are not marked with the CIC Qualification are prevented from having their shift converted to a CIC/Sup shift.</p> <p>6) Users that are CIC qualified have been marked with brackets surrounding their name and role in the schedule's row header in both the Schedule Generation and Group Schedule forms. Example: [Orlando Orange (CPC)]</p>	
Graying out the Schedule Generation form when needed	<p>1) The parameter in the A.P.s has been renamed to say 'Extra days surrounding selected schedule.</p> <p>2) The number of days specified here will be grayed out surrounding each selected schedule. No user actions may be executed in the grayed-out portion.</p> <p>3) The precondition tooltip will guide the user to the correct schedule that ought to be selected in order to change that grayed-out day.</p>	
'Time not worked' panel in DoO	The 'Time not worked' panel in the Employee Activities tab of the Day of Operation form has been renamed to say 'Leave / Absence.' It will display all employees that contain any Leave or Excused absence type on their shift for that day.	
[ZBW] Can't move a 2300 --> 0700	An issue was reported from ZBW where attempting to move an employee working a midnight shift to work a day shift instead was not possible via the Move shift dialog. This has been corrected, and moving shifts from Midnights to Days (and vice versa) now correctly passes in the correct start date of the shift in question.	
[ZBW] March 4th has 'Demand' of 5 shifts in SG form	After some investigation, we discovered why the number had decreased itself to five. When a shift change is approved, OPAS removes shift definitions that are no longer in use (that no longer have shifts assigned against them). In the case reported by Michael Sullivan, a shift	

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	definition with demand specified against it was incorrectly removed when it shouldn't have been. When it was removed, the demand associated with it was removed as well, causing the Day demand number to drop from twelve to five. We will fix this issue for Release 17 by ensuring that shift definitions with demand specified against them (defined in the Curves & Shifts form) will no longer be eligible for removal.	
[ZBW] Assigning a 23:00 to TI Jones incorrectly displays 48:00 in a week warning	An issue was discovered by ZBW where attempting to assign a midnight shift to a day with 32 hours in the week was triggering a precondition for the following week's working hours. The reason that OPAS checks next week's working hours is for shifts that overlap the Saturday/Sunday border between two schedule plans. However, this precondition should only trigger if the assignment of the shift has an impact on next week's working hours - if it doesn't impact it, it should not trigger. Therefore, we have disabled the precondition if the assignment of a shift in one week does not impact the following week's number of working hours.	
[ZBW] 1500(9) shift not displaying in printed DoO form	An issue was reported from ZBW TMU where an employee was not shown in the printed Day of Operation form when working a 1500(9) shift. This was due to an incorrect filter in the Day of Operation report and has been corrected.	